



## **JOB DESCRIPTION**

**TITLE:** ASSISTANT MANAGER, FINANCIAL PLANNING

**DEPARTMENT:** Finance

**Job Desc. Last Updated: N/A**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Manager, Financial Planning, the incumbent is responsible for the day-to-day operation of the Financial Planning section. The Assistant Manager, Financial Planning will work with the Manager, Financial Planning in the development of the City's five-year and long-term financial plans. This position assists in overseeing financial planning activities, preparing financial reports, and providing strategic financial advice to all City departments.

Considerable independent judgment and action is expected, with only matters of major impact or policy discussed with the Manager, Financial Planning.

### **NATURE AND SCOPE OF WORK**

Supervises and manages Financial Planning staff. Schedules and monitors work and performance, appraises employee performance, handles training requests and deals with disciplinary problems.

Organizes, directs, and controls the activities of personnel engaged in the City's business and financial planning, grant applications, and administration.

Assists and provides direction for the development, preparation, analysis, and ongoing review of the City's five-year and long-term financial planning processes, including operating and project budgets, asset management plans, monthly reporting, quarterly forecasting and reporting to Council.

Monitors budget performance, identifies variances and provides recommendations for corrective actions.

Analyzes financial data, revenue forecasts and expenditure trends to support multi-year financial planning.

**NATURE AND SCOPE OF WORK cont.**

Collaborates with departments in preparation of business cases to support new and enhanced services, changes in service delivery models, and projects.

Assists in maintaining the City's budget software and systems, including coordination of related functions with the Information Technology Department and reconciliation processes to maintain the integrity of the system.

Assists in the development of financial policies and procedures.

Attends meetings of Council, Committees of Council, and associated bodies at the request of the Manager, Financial Planning and provides advice as required.

Assists with corporate year-end processes, including reporting, carry-forwards, audit preparations, etc.

Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of financial and accounting principles, practices and procedures specifically related to local government.

Thorough knowledge of the Community Charter, Local Government Act, Excise Tax Act, Financial Information Act, and Public Sector Accounting Board regulations.

Extensive knowledge of computerized information systems. Ability to review and analyze software, identify problems, propose solutions and effectively communicate with software vendors and consultants.

Ability to produce concise and complex financial reports.

Ability to interpret, explain, report on, and provide advice on a variety of accounting, budgetary, and financial management issues, including departmental rules and regulations.

Ability to interpret legislation, regulations, and municipal bylaws and to prepare new bylaws and amendments for Council consideration.

Ability to maintain effective working relationships with all levels of municipal staff and with various external parties.

Ability to plan, organize, manage, direct, and monitor programs, services, and personnel.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Ability to work under pressure, manage multiple priorities, meet deadlines and respond to requests in a timely manner.

Excellent communication and presentation skills with the ability to deliver complex concepts.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of a recognized British Columbia Professional Accounting Designation (CPA) and a minimum of 3 years' related experience in a variety of accounting practices and preparation of complex financial analysis, including proven experience in municipal government and supervisory experience.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Satisfactory Criminal Record Check.

Possession of a valid Class 5 BC Driver's Licence.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Adheres to City policies and objectives.